

PARENT HELPER DUTIES/RESPONSIBILITIES

Please arrive by 8:40 to assist in setting up the activities for the day. ****This is extremely important.**** This will give Mrs. Jane the opportunity to fill you in on the activities for the day so that everyone is ready when the children start to arrive. Things will run more smoothly for everyone.

Please help your child choose the snack before the rest of the children arrive.

During table top time, please work and play with the children. The children enjoy your participation. You may need to encourage total participation so that each child completes his/her activities for the morning.

During circle time, please sit with your child. This is a special time for you to be together and enjoy your child's role as Person of the Day.

Throughout the day, please accompany children to the bathroom when needed so that the teachers may remain in the classroom.

During small group time, please assist with the craft, skill practice, or music as directed by the teachers. Encourage the children to do their own work and praise their efforts. If clean-up is needed, we would prefer the parents take care of craft materials such as paint and glue. At this time parents can soak any dirty brushes or containers and clean them later.

During bathroom time, please accompany the boys or girls. Remind the children to first use the bathroom and then wash their hands. Supervise the use of soap, paper towels, and water temperature. (The water can get very hot very quickly!)

After the bathroom break, please set up snack with your child. Have your child help by putting out the napkins and cups. Please pour juice/water after the children have been seated.

During snack time, sit with your child and enjoy the snack. Encourage conversation by all the children at your table. When done, the children will raise their hand to seek permission from Mrs. Jane to dispose of trash and move on to centers.

During center time, the following should be done:

- 1) The bathroom must be wiped down each day.
- 2) Sweep the floors under the tables.
- 2) Wipe down the children's chairs and tables.
- 3) Put any projects/papers to be sent home in each child's folder and put the folder in the correct backpack.
- 4) If time remains, please join in center activities.

During the closing circle, the Person(s) of the Day will be able to share their Show and Tell item. Please help your child choose a school appropriate item to bring to school on their special day. (No toy weapons, please!)

At the end of the closing circle time, please assist the children with their coats and backpacks.

If you are unsure about anything, just ask!